

<p align="center">POLICY OF</p> <p align="center">STATE OF DELAWARE</p> <p align="center">DEPARTMENT OF CORRECTION</p>	<p align="center">POLICY NUMBER</p> <p align="center">8.2</p>	<p align="center">PAGE NUMBER</p> <p align="center">1 of 2</p>
<p>CHAPTER: 8 ADMINISTRATION</p>	<p>RELATED ACA STANDARDS:</p> <p>2-CO-1A-10, 2-CO-1A-12, 2-CO-1A-13</p>	
<p>APPROVED BY THE COMMISSIONER:</p>	<p>SUBJECT:</p> <p>Organization of the Department</p>	
<p>EFFECTIVE DATE:</p>	<p><i>C. J. [Signature]</i></p> <p><i>October 14, 2009</i></p>	
<p>APPROVED FOR PUBLIC RELEASE</p>		

I. AUTHORITY: 11 Del. C. 6517, 29 Del C. 8903

II. PURPOSE: To identify the structure of the Department and provide a written chain of command.

III. APPLICABILITY: All Department employees, volunteers, visitors, persons or organizations conducting business with the Department; all offenders under the supervision of the Department.

IV: DEFINITIONS: None

V: POLICY: It is the policy of the Department of Correction to establish an organizational structure for the purposes of delegating authority, assigning responsibility, coordinating work, and supervising staff.

The Delaware Department of Correction will be organized with the Commissioner of Correction as the Chief Executive Officer. There currently are four Bureaus: Prisons, Community Corrections, Management Services and Correctional Healthcare Services. The executive officer of each Bureau will be a Chief, appointed by and reporting directly to the Commissioner.

Department administrative sections will be established to provide coordinated state-wide services in the areas of Community Relations, Security, Internal Affairs, Personnel, Staff Training, or as determined by the Commissioner. The section manager of each of these sections will be selected by and report directly to the Commissioner.

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<p>CHAPTER: 8 Administration</p>	<p>SUBJECT:</p> <p>Organization of the Department</p>	

The Office of the Commissioner will be responsible for publishing an organizational plan for the Department designating lines of responsibility, authority, support, and liaison. Each bureau chief/section manager will annually submit to the Commissioner an organizational plan of their respective bureau/section. In each bureau/section plan there shall be a clear delineation of the structure and personnel, including Department employees, volunteers and persons or organizations conducting business with or providing a service to the Department.

The purposes of the organizational plan shall be to provide for maximum utilization of staff and resources, to identify areas of responsibility, and to promote certainty among staff as to functions within the Department.